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NOTIFICATION

No. A.12018/20/2025-P&AR(GSW), the 8th May 2026: In exercise of the powers conferred by rule 12 of the Mizoram Subordinate Stenographers Service Rules, 2021 notified in the Mizoram Gazette Extra Ordinary Issue No. 600 dated 07.12.2021 and in supersession of the Mizoram Subordinate Stenographer Service (Limited Departmental Examination) Regulations, 2004 (as amended) notified in the Mizoram Gazette Extra Ordinary Issue No. 24 dated 22.01.2004 except as respects things done or omitted to be done before such supersession, the Government hereby makes the following regulations, namely :-

1. Short Title and Commencement

- 1) These regulations may be called the Mizoram Subordinate Stenographers Service (Cadre Training and Examinations) Regulations, 2026.
- 2) They shall come into force with effect from the date of publication in the Official Gazette.

2. Definitions

- 1) In these regulations, unless the context otherwise requires.-
 - i) "Commission" means the Mizoram Public Service Commission;
 - ii) "Constitution" means Constitution of India;
 - iii) "Gazette" means the official Gazette of the State of Mizoram;
 - iv) "Government" means Government of Mizoram;
 - v) "Governor" means Governor of Mizoram;
 - vi) "grade" means any of the grades of the Service as specified in Schedule of these regulations;
 - vii) "Limited Departmental Examination" means the examination conducted by the appropriate Departmental Promotion Committee for recruitment to the Stenographer Grade-II of Mizoram Subordinate Stenographer Service under these regulations;
 - viii) "regular service" in relation to any grade means the period or periods of service in that grade after selection and appointment thereto under the rules according to the prescribed procedures for regular appointment to that grade and includes any period or periods:-
 - (a) taken into account for the purpose of seniority in case of those already in service at the time of notification of these regulations;
 - (b) during which an officer would have held a duty post in that grade but for being on leave or otherwise not being available for holding such post;
 - ix) "Service" means Mizoram Subordinate Stenographers Service;
 - x) "Schedule" means Schedule appended to these regulations;

- xi) “vacancy” means vacancy in the posts of Grade-II of Mizoram Subordinate Stenographer Service to be filled by promotion on the result of Limited Departmental Examination and vacancy to the Grade-III of Mizoram Subordinate Stenographer Service to be filled by direct recruitment on the result of competitive examination.
- 2) All other words and expressions used in these regulations and not defined shall have the same meaning respectively assigned to them in the Mizoram Subordinate Stenographers Service Rules, 2021 as amended from time to time.

3. Objectives of Training Programmes.-

- 1) To enhance the capacity and skill of the officers for efficient service delivery;
- 2) To develop new occupational skills, knowledge, understanding and attitude of the officers;
- 3) Prepare the officers for greater responsibilities.
- 4) To inculcate the spirit of a public servant.

4. Training Programmes for Mizoram Subordinate Stenographers Officers.-

Sl. No.	Name of Training	Duration	Level of Participants
1	Foundation Training	2weeks	Stenographer Grade-III
2	Refresher Course	2 weeks	Stenographer Grade-II
3	Speed Improvement	1 week	Stenographer Grade-II & Stenographer Grade-III

5. Foundation Training for Grade-III.-

- (1) Every Officer recruited to Grade-III of the Service shall undergo and successfully complete the Foundation Training conducted by the Administrative Training Institute (ATI), Aizawl or any other training institute recognized by the Government.

5A. Course Contents for Foundation Training.-

The Foundation Course shall cover, but not be limited to, the following topics. The training institute may, in consultation with the Government, update, add or revise the contents as considered necessary to meet the changing requirements of public administration and office management.

a) Core Professional Skills.-

- i) Advanced English Stenography & Transcription.
- ii) Office Management/Procedures/Administration.
- iii) Central Civil Services Rules (focus on practical use).
- iv) Establishment matters, AOB/TOB.
- v) Structure of the Government /Table of Precedence.

b) Technology & e-Governance.-

- i) e-Office (practical exercises in file movement, e-drafting, DSC).
- ii) Basics of Cyber Security, NIC Email Policy, CERT-In directions.
- iii) MS Word, Excel, PowerPoint
- iv) Introduction to Digital Signature, e-Sign, Government portals.

c) Secretarial Skills.-

- i) Role and responsibilities.
- ii) Effective Communication /Secretarial English & Business Writing.
- iii) Time Management, Stress Management, Office Etiquette.
- iv) Teamwork & Conflict Management.

- v) Workplace interaction, Public Relations, handling VIPs & senior officials.
- vi) Confidentiality
- vii) Travel arrangements and preparation of bills
- viii) Organizational Skills
- ix) Telephone Etiquette

d) Practical Workshops.-

- i) Drafting Notes & Speaking Orders (simulation).
- ii) Conduct of Meetings, preparation of Minutes, Agenda & Action Taken Reports.
- iii) Coordination and Planning of Govt. programmes and events.

6. Refresher Course Training for Grade-II.-

- 1) Every officer in Grade-II shall attend at least one Refresher Course during his tenure.
- 2) The duration shall be two weeks, extendable by the Government in consultation with the training institute.
- 3) The Government may notify additional or alternative courses as necessary.

7. Course Contents – Refresher Course.-

The Refresher Course shall cover, but not be limited to, the following topics. The training institute may, in consultation with the Government, update, add or revise the contents as considered necessary to meet the changing requirements of public administration and office management.

(a) Updating Knowledge.-

- i) Review of latest amendments in Central Civil Services (CCS) Rules, Pay Rules, Pension/New Pension Scheme, Leave Travel Concession, Medical Attendance Rules, Vigilance Awareness.
- ii) Record Retention, Public Records Act, digital archiving.
- iii) Office Management and Administration.

(b) Advanced Communication & Office Management.-

- i) English Stenography refresher (dictation at higher speed, error-free transcription).
- ii) Bilingual Drafting (Official Language Rules – Mizo/English formats).
- iii) Spoken English/basic spoken Hindi

(c) Technology Updates.-

- i) Training on e-Office (features, workflow automation).
- ii) Cyber Security Awareness – phishing, data safety, personal accountability.
- iii) Updates on Government portals

(d) Leadership & Professional Skills.-

- i) Supervisory Skills– prioritisation, delegation, confidentiality.
- ii) Protocol, Etiquette & Event Management (meetings, conferences, VIP visits).
- iii) Stress/Well-being modules – mindfulness, work-life balance.

8. Speed Improvement Training for Grade-II & Grade-III.-

- 1) Every officer shall attend a Speed Improvement Training during his/ her tenure in the service.
- 2) The duration shall be one week, which may be extended or reduced by the Government in consultation with the training institute.

9. Limited Departmental Examination.-

Promotion to Stenographer Grade-II by Limited Departmental Examination shall be as prescribed under the Mizoram Subordinate Stenographers Service Rules, 2021, as amended, and conducted by the Commission.

10. Competitive Examination.-

- 1) Competitive examination for direct recruitment to the Grade-III shall be as prescribed under the Mizoram Subordinate Stenographers Service Rules, 2021, as amended, and conducted by the Commission.
- 2) For filling up the vacancies within the reserved quota for persons with benchmarked disabilities, the candidates shall appear in the same competitive examination and as far as possible; and no separate examination shall be conducted for filling up the vacancies.
- 3) The procedure for conduct of competitive examination in respect of persons with benchmarked disabilities shall be as per the guidelines at Schedule-IV of these regulations.

11. Eligibility.-

Candidates must be citizens of India and must satisfy all the eligibility criteria as per the provisions prescribed in Schedule-II of the Mizoram Subordinate Stenographers Service Rules, 2021 as amended.

12. Decision on eligibility.-

- 1) The Commission's decision regarding candidate eligibility shall be final.
- 2) No withdrawal of candidature shall be allowed after submission of application.

13. Conduct of Examination.-

- 1) The examinations shall be conducted by the Commission in the manner laid down in these regulations.
- 2) Dates and venues shall be fixed by the Commission.
- 3) Applications shall be in the prescribed form as notified by the Commission.

14. Syllabus.-

The number of papers and the syllabi shall be as prescribed in Schedule-I & II.

15. Skill Test.-

- 1) Skill Tests shall be conducted by the Commission, as prescribed in these regulations.
- 2) Candidates failing to secure the prescribed minimum marks or percentage shall be ineligible for recruitment or promotion, as the case may be. For Limited Departmental Examination for promotion to Stenographer Grade-II, the test shall be of qualifying nature only.

16. Minimum Marks.-

- 1) Candidates must secure a minimum of 40% marks in each written paper to qualify for Limited Departmental Examination.
- 2) The maximum number of errors for skill test in English Stenography is 10% for both Limited Departmental Examination and competitive examination for direct recruitment.
- 3) Failure in any paper shall disqualify the candidate.

17. No personal interview for limited departmental examination.-

There shall be no personal interview for assessing the suitability of the candidates for promotion by means of Limited Departmental Examination.

18. Personal interview for competitive examination.-

- 1) Personal Interview shall be conducted by the Commission for direct recruitment in the manner as prescribed under these regulations.

- 2) The objective of personal interview is to assess the suitability of a candidate for the service to which he/she has been called for. The test is intended to judge the mental caliber of a candidate and the qualities to be judged during the course of interview include mental alertness, clear and logical exposition, balance of judgment, variety and depth of interest, ability for social cohesion and leadership, intellectual and moral integrity.
- 3) Candidates will be called for personal interview on the basis of their marks in the written examination and English Stenography skill test.
- 4) In order to uphold the principles of impartiality and ensure elimination of every element of bias, Chairman or Member of the Commission, if any, whose close relatives are being considered for personal interview should recuse themselves from the deliberations of the interview for such particular candidate who happens to be their close relatives.
- 5) The number of candidates to be called for personal interview in relation to the number of vacant post(s) shall be as prescribed by the Commission from time to time.
- 6) If there is more than one candidate who secured equal marks in the written examination and skill test and stood at the limited last serial number of the eligible candidates for personal interview, the eldest of such candidates will be called for personal interview.
- 7) The total marks allotted for personal interview shall be as prescribed by the Government from time to time.
- 8) The Commission shall award marks based on a fair and impartial assessment considering the various qualities mentioned in sub regulation (ii) of regulation 18. Marks are to be awarded on an overall basis and not on individual qualities separately. Moreover, marks are to be awarded to the candidate by the Commission on consensus and not individually.
- 9) Marks awarded to a candidate appearing in the personal interview shall not be less than 40% of the total marks allotted for personal interview and generally not more than 80% of the total marks allotted for interview or as prescribed by the Commission from time to time.

19. Mode of selection for direct recruitment

- (i) Candidates who qualify themselves in the written competitive examination shall be called for English Stenography skill test.
- (ii) Candidates who have passed the competitive skill test will be called for personal interview as per sub-regulation (6) of regulation 18.

20. Result of Limited Departmental Examination.-

- 1) A merit-based Select List shall be prepared by the Commission in order of aggregate marks obtained in the written examination, upto the number of vacancies to be filled.
- 2) In case of tie in aggregate marks obtained, inter se seniority in the feeder grade shall decide order of merit; if seniority is equal, the older candidate shall rank higher.
- 3) The Commission can prepare a Reserved Select List strictly on merit for promotion on the following contingencies and not for filling up vacancies falling within the quota prescribed for limited departmental examination which have arisen subsequent to the publication of result by the Commission or during currency of the Select List :
 - a) When officials included in the list are already on deputation or whose orders of deputation have been issued and will be proceeding on deputation shortly for more than a year, OR
 - b) When officials included in the list have refused promotion on earlier occasions and are under debarment for promotion, OR
 - c) When officials included in the list are retiring within the same year provided there is no change in the zone of consideration by the expected date of their retirement.

21. Result of competitive examination.-

- 1) A merit-based Select List shall be prepared by the Commission in order of aggregate marks obtained in the written examination, Stenography skill test and personal interview, upto the number of vacancies to be filled.
- 2) If two or more candidates obtained equal marks in the written examination, Stenography skill test and personal interview, the names of the recommended candidates shall be arranged in descending order of their age.
- 3) The Commission shall have the authority to place such number of candidates, if necessary, in the reserved panel for filling up the same vacancies only in case candidates in the regular panel are not available for appointment on account of declination of appointment or resignation or death of the recommended candidates.
- 4) The reserved panel prepared by the Commission shall remain valid for one year from the date of declaration of results and shall cease to be in force on the expiry of that period or on the date of the next Departmental Promotion Committee meeting for filling up of subsequent vacancies in the same service or post, whichever is earlier.
- 5) In case the Departmental Promotion Committee meets on more than one day, the last date of the meeting would be the date of commencement of the validity of the Select List.

22. Penalty for misconduct.-

Any candidates who has been found to be guilty of:-

- 1) obtaining support for his candidature by any means, or
- 2) impersonating, or
- 3) procuring impersonation by any persons, or
- 4) submitting fabricated documents which have been tampered with, or
- 5) making statements which are incorrect or false, or suppressing material information, or
- 6) resorting to any other irregular or improper means in connection with his candidature in the examination hall, or
- 7) using unfair means in the examination hall, or
- 8) misbehaving in the examination hall, or
- 9) canvassing by a candidate directly or indirectly will disqualify his/her candidature or
- 10) attempting to commit or abetting the commission of all or any of the acts specified in the foregoing clause, as the case may be, shall, in addition to rendering himself liable to criminal prosecution, be liable :-
 - (a) to be disqualified by the Commission from the examination for which he is a candidate; and/or
 - (b) to be debarred either permanently or for a specified period :-
 - (i) by the Commission from any examination or selection held by them;
 - (ii) by the State Government from any employment under them; and
 - (c) to disciplinary action under the appropriate rules.

23. Miscellaneous.-

Procedures not expressly covered in these regulations shall be governed by instructions issued by the Government from time to time.

24. Interpretation.-

Doubts regarding interpretation shall be decided by the Government, whose decision shall be final.

25. Power to Relax.-

The Governor may, by general or special order, in consultation with the Mizoram Public Service Commission, exempt any officer from training requirements or relax any provision of these regulations, for reasons to be recorded in writing, in the interest of public service.

K. Lalthawmmawia,
Commissioner & Secretary to the Govt. of Mizoram
Dept. of Personnel & Administrative Reforms
General Service Wing

SCHEDULE-I

[see regulations 13 -16]

(A) Syllabus for limited departmental examination for promotion to Grade-II

Paper	Subject	Marks	Duration
Paper I	A. English Comprehension	20	3 hours
	B. Drafting of Communication	15	
	C. Precis Writing	15	
	D. English Grammar	30	
	E. Essay Writing	20	
	Total	100	
	Note: Questions for Part D (English Grammar) shall be of objective type only, which shall be set as Multiple Choice Questions (MCQs), True or False, Fill-in-the-blanks, or a combination thereof.		
Paper II	A. Manual of Office Procedure (latest edition) Definitions, Structure of Government, Management of dak Receipt, diarisation, File management, Forms and procedure of correspondence, Noting & submission, D.O. letters, demi-official style, security of Official Information.	30	3 hours
	B. CCS (Conduct) Rules, 1964 Rules 3, 3A, 3C, 5, 7,11,13,15,17,18, 19,20,22	20	
	C. CCS (Leave) Rules, 1972 Chapters 2,3,4,5,7,8 & 9	15	
	D. Fundamental Rules & Supplementary Rules FR 9 (Definitions: duty, leave, pay, lien) & 56 SR 196 - 203	15	
	E. FR&SR Part II (Travelling Allowance) Practical on preparation of TA bill & TA on Transfer	15	
	F. LTC Rules	5	
	Total	100	
	Note: As far as practicable, questions shall be of objective-type, which shall be set as Multiple Choice Questions (MCQs), True or False, Fill-in-the-blanks, or a combination thereof.		
Total marks for Paper-I & Paper-II		200	

Notes:

- 1) Unless indicated, all topics in the syllabus will be based on the latest Swamy's Compilations. (latest instructions/OMs/Notifications issued by GoM) In case where the subject or topic is specified as "latest" or "as amended/in force at the time," the Cadre Controlling Authority shall, along with the requisition papers submitted to the Commission, clearly indicate the specific edition of the rules, regulations, etc., to be used for the upcoming examination.
- 2) A candidate who fails to appear in any one or more of the papers mentioned above shall stand disqualified.

(B) Skill Test in English Stenography:**1) Mode of Dictation**

Dictation is to be given by a gazetted officer working under the Government of Mizoram /Central Government employee within Mizoram / Statutory Bodies / Retired Government servant not more than 62 years of age who is an expert in English Stenography with not less than 5 years' experience as a gazetted officer.

2) Procedure

- a) The dictation shall be taken in shorthand on the prescribed notepad and transcribed on a computer.
- b) The duration of the Skill Test shall be as follows:

Sl. No.	Particulars	Duration
1	Dictation in English Stenography at 90 words per minute	3 minutes
2	Reconciliation	10 minutes
3	Transcription and typing	30 minutes

3) Passages for Test

- a) A trial passage and a test passage shall be selected in advance.
- b) The passages shall be based on official language and rules.
- c) The passages shall be framed by a gazetted officer other than the examiner working under the Government of Mizoram who is an expert in English Stenography with not less than 5 years' experience as a gazetted officer.
- d) The trial passage shall be dictated twice at the same speed; the test passage shall be dictated once, after an interval of one minute.

4) Qualifying Standard

The maximum permissible errors shall be 10% of the dictated words, i.e., a candidate must transcribe at least 243 correct words out of the dictated 270 words. (3 minutes at 90 words per minute)

5) Nature of Test

- a) The Skill Test shall be of qualifying nature only. Marks obtained therein shall not be added to the marks of the written examination for determining merit.
- b) A candidate failing to secure the prescribed qualifying standard shall not be eligible for promotion to the post of Stenographer Grade II.
- c) The Stenography Skill Test scripts are to be evaluated as prescribed in Schedule III.

6) Conduct of Examination

The written competitive examination shall be conducted by the Commission prior to the English Stenography skill test.

SCHEDULE - II

[see regulations 13 to 15, 17]

(A) Syllabus for written competitive examination for direct recruitment to Grade-III

Paper	Subject	Marks	Duration
Paper-I	PART A		
	General Knowledge (50 questions)	100	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	General English(25 questions)	50	
	PART B		
	Précis writing	10	
	Essay writing	20	
	English Comprehension	20	
	Total	200	
Paper-II	Basic Computer Knowledge (35 questions)	70	3 hours with compensatory time of 20 minutes per hour for persons with benchmarked disabilities
	Simple Arithmetic (30 questions)	60	
	General Intelligence & Reasoning (35 questions)	70	
	Total	200	
	Grand Total	400	

Notes:

- 1) Questions shall be set and answered in English only and of multiple-choice questions pattern only except in Part B of Paper I. Each objective type question will carry two marks. The candidates shall be given probable answers at least four wherein the candidate has to choose one correct answer for every objective type question.
- 2) Questions will be set in tune with the level of educational qualifications prescribed in the service rules.
- 3) For Multiple Choice Questions (MCQs), each correct answer shall carry the prescribed mark, while one-third of the marks assigned to the question shall be deducted for every wrong answer. No deduction shall be made for questions left unanswered.
- 4) A brief description of the syllabus for direct recruitment to Grade-III is as follows:

Paper-I

General Knowledge: Questions will be designed to test the candidate's knowledge of current events and of such matters of everyday observation and experience as may be expected of an educated person. The test will also include questions relating to Indian history and culture, Indian polity including the Constitution of India, geography, economy and general science. Questions on Mizo history and culture will also form part of the syllabus.

General English: Questions in this component will be designed to test the candidate's understanding and knowledge of English Language and will be based on error recognition, fill in the blanks (using verbs, preposition, articles, etc.), vocabulary, spellings, grammar, sentence structure, synonyms, antonyms, sentence completion, phrases and idiomatic use of words, etc.

English Comprehension: There will be questions on comprehension of passages also to test the vocabulary, grammar, logical thought ability and overall grasp of the candidates over English language.

Paper-II

Basic Computer knowledge: Introduction to Computers, introduction to Graphical user interface based Operating System, elements of Word Processing, Spreadsheets, Power point presentations, Computer communication and internet, world wide web and web browser, communication and collaboration.

Simple Arithmetic: Number system, simplification, roots, averages, discounts, percentages, profit & loss, ratio and proportion, partnership, chain rule, time & work, time & distance, simple & compound interest, mensuration, permutations & combinations, heights & distances, line graphs, bar graphs, pie charts and tabulation

General Intelligence & Reasoning: It would include questions of both verbal and non-verbal type. This component may include questions on analogies, similarities and differences, spatial visualization, spatial orientation, problem solving, analysis, judgement, decision making, visual memory, discrimination, observation, relationship concepts, arithmetical reasoning and figural classification, arithmetic number series, non-verbal series, coding and decoding, statement conclusion, syllogistic reasoning, etc.

(B) Competitive Skill Test in English Stenography: (100 marks)

1) Mode of Dictation

Dictation is to be given by a gazetted officer working under the Government of Mizoram / Central Government employee within Mizoram / Statutory Bodies / Retired Government servant not more than 62 years of age who is an expert in English Stenography with not less than 5 years' experience as a gazetted officer.

2) Procedure

- (i) The dictation shall be taken in shorthand on the prescribed notepad and transcribed on a computer.
- (ii) The duration of the Skill Test shall be as follows:

Sl. No.	Particulars	Duration
1	Dictation in English Stenography at 80 words per minute	3 minutes
2	Reconciliation	10 minutes
3	Transcription and typing	30 minutes

3) Passages for Test

- (a) A trial passage and a test passage shall be selected in advance.
- (b) The trial passage shall be dictated twice at the same speed; the test passage shall be dictated once, after an interval of one minute.
- (c) The passages shall be framed by a gazetted officer (other than the examiner) working under the Government of Mizoram. He/She should be an expert in English Stenography with not less than 5 years' experience as a gazetted officer.

4) Qualifying Standard

The maximum permissible errors shall be 10% of the dictated words, i.e., a candidate must transcribe at least 216 correct words out of the dictated 240 words (3 minutes at 80 words per minute).

5) Nature of Test

- a) The English Stenography Skill Test shall be of competitive nature. Marks obtained therein shall be added to the marks of the written examination and interview for determining merit.
- b) The percentage of errors committed by the candidates shall be converted to marks using accuracy-based marking system.

Illustration:

The following table illustrates how candidate performance is translated into a final merit score and qualifying status. The Marks Obtained are a direct reflection of the candidate's Accuracy Percentage against the 240-word master passage for direct recruitment to Stenographer Grade-III.

Candidate	No. of full mistakes	No. of half mistakes	Total no. of mistakes	Percentage of errors	Marks obtained out of 100 (Accuracy %)	Result
A	0	0	0	0%	100	Passed/ Qualified
B	1	2	2	0.83%	99.17	Passed/ Qualified
C	5	6	8	3.33%	96.67	Passed/ Qualified
D	18	4	20	8.33%	91.67	Passed/ Qualified
E	24	0	24	10%	90	Passed/ Qualified
F	14	25	26.5	11.04%	88.96	Failed/Not Qualified

- c) Since the number of errors converted to marks can result in decimal points, they are to be taken into account for calculation of final marks of the candidates.
- d) A candidate failing to secure the prescribed qualifying standard shall not be eligible to appear for the personal interview.
- e) The Stenography Skill Test scripts are to be evaluated as prescribed in Schedule III.

6) Conduct of Examination

The English Stenography Skill Test shall be conducted by the Commission after the written competitive examination. Only those candidates who have qualified themselves in the written examination may be called for the skill test.

SCHEDULE - III

GUIDELINES FOR EVALUATION OF STENOGRAPHY SKILL TEST SCRIPT

1. Full Mistakes:

- a) Every omission of a word or figure. In case a group of words are omitted, as many mistakes as the actual number of omitted words will be counted.
- b) Every substitution of a wrong word or figure. If a figure is written correctly either in numeral or words both will be acceptable and will not be counted as mistake. The number of mistakes will be equal to the number of dictated word(s) not written by the candidate plus the number of wrongly substituted word(s).
- c) Every addition of a word or figure or symbol not occurring in the dictated passage.
- d) For repetition of word, e.g. 'The purpose purpose of our lives is'
- e) For every incomplete word(s).
- f) All left-over word(s) of the passage.
- g) Candidates are required to type the actual words as dictated. Abbreviations used for expanded words will be treated as full mistakes, and vice-versa.

- h) If a candidate types words or lines of the passage in all Capital letters, it will be counted full mistakes.

2. Half Mistakes:

- a) Wrong spelling.
- b) Using singular for plural noun and vice versa.
- c) Omission of every Full Stop at the end of the sentence, or use of Full Stop at wrong place of the sentence will be treated as half mistake.
- d) Use of small letter at the beginning of the sentence.
- e) Non-capitalisation of Proper Noun (s) (name of a person, place, office, etc.), for example, Zova, Lok House, Mizoram, Mizoram Public Service Commission, etc.

NOTES:

- a) There are words which can be spelt/ written in more than one form. All such spellings/ forms of words will be acceptable and will not be counted as error. For example the word 'Honourable' is written as Hon'ble, Hon., honourable and hon. – all these forms will be treated as correct.
- b) Method of calculation of mistakes in Stenography Skill Test:
Example:
 A candidate makes 20 full mistakes and 10 half mistakes.
 - Calculation of number of mistakes is as below:
 Full mistakes: 20
 Half mistakes: $10 \div 2 = 5$
 i.e., Total no. of errors = 25 nos.
 - Percentage of Errors = $\frac{\text{Total number of errors}}{\text{Total no. of words dictated}} \times 100$
- c) Percentage will be rounded off to two decimal places using standard mathematical rounding (0.5 and above is rounded up).
 For example 5.009 will be treated as 5.01 and 5.001 will be treated as 5.00.

SCHEDULE-IV

[see regulation 9]

Guidelines for conduct of written examination for persons with benchmark disabilities

1. Any person with benchmark disability, as defined in Section 2(r) of the Rights of Persons with Disabilities Act, 2016, having limitation in writing (including speed), may avail the facility of a scribe/reader, if so desired. Candidates with blindness, cerebral palsy, and locomotor disability (both arms affected – BA) shall be provided a scribe/reader on request, without additional certification. Candidates belonging to other categories of benchmark disability may also avail this facility on production of a certificate from the Chief Medical Officer/Medical Superintendent/Civil Surgeon of a Government health institution, in the prescribed format (Appendix-I).
2. Candidates may either bring their own scribe/reader or request the Commission to provide one. If a candidate opts to bring own scribe/reader, all expenses shall be borne by the candidate. The Commission may also prepare a panel of scribes/readers in advance. In such cases, candidates will be allowed to meet the scribe/reader two days prior to the examination to assess suitability.
3. Where the Commission provides the scribe/reader, their qualification shall not exceed the minimum qualification prescribed for the examination. The scribe/reader must, however, be at least a matriculate. Where the candidate arranges own scribe/reader, the scribe's qualification must be one step lower than that of the candidate. Details of own scribe/reader must be submitted by the candidate in the prescribed format (Appendix-II).

4. Change of scribe/reader is permitted in case of emergency. Candidates may use different scribes/readers for different papers, particularly language papers. However, only one scribe is allowed per subject.
5. Candidates with benchmark disabilities shall, as far as possible, be given the option to write the examination in large print, Braille, or by recording answers. The Commission shall endeavour to ensure availability of question papers in the format chosen by the candidate.
6. A disability certificate issued by any competent medical authority shall be valid and accepted across the country.
7. Candidates using the facility of a scribe/reader shall be provided 20 minutes of extra time per hour of examination. Candidates with benchmark disabilities not using a scribe/reader shall also be granted compensatory time of at least 1 hour in a 3-hour examination. For examinations of less than one hour, compensatory time shall be provided on a pro-rata basis, subject to a minimum of 5 minutes and in multiples of 5 minutes.
8. Candidates are permitted to use assistive devices such as tailor frame, Braille slate, abacus, geometry kit, Braille measuring tape, communication charts, and augmentative electronic devices. However, such devices must not be used for communication with persons outside the examination hall.
9. PwBD candidates shall, as far as possible, be seated separately, preferably on the ground floor. Where the services of a scribe/reader are availed, not more than five candidates shall be seated in one room—one in each corner and one in the centre. Candidates not availing scribes may be seated as per the general seating arrangement.
10. The time of distribution of question papers should be scrupulously followed and timely supply of supplementary papers, if required, should be ensured.
11. Hearing impaired candidates shall be provided alternative objective-type questions in place of descriptive questions. Visually impaired candidates shall be provided alternative objective-type questions in place of questions requiring visual inputs.

APPENDIX-I

CERTIFICATE REGARDING PHYSICAL LIMITATION OF A CANDIDATE TO WRITE

This is to certify that I have examined Mr/Ms/Mrs _____ (name of the candidate with disability), Son/Daughter of _____, a person with _____ (nature and percentage of disability as mentioned in the certificate of disability), a resident of _____ (Village, District, State) and to state that he/she has physical limitation which hampers his/her writing capabilities owing to his/her disability.

Psychologist

*Signature of Chief Medical Officer/Medical Superintendent/
Civil Surgeon of a Government health care institution*

Name & designation

Name of Government hospital/health care centre with seal

Place :

Date :

Note: Certificate should be given by a specialist doctor of the relevant stream/disability (eg. Visual impairment – Ophthalmologist; Locomotor disability – Orthopaedic surgeon).

APPENDIX-II

LETTER OF UNDERTAKING FOR USING OWN SCRIBE

I _____ (name), a candidate with _____ (name of the disability) appearing for the _____ (name of examination) bearing roll number _____ at _____ (name of the centre) in the District _____, _____ (name of the State) declare that my educational qualification is _____.

I do hereby state that _____ (name of the scribe) will provide the service of scribe/reader for the undersigned for taking the aforesaid examination.

I do hereby undertake that his educational qualification is _____. In case it is found subsequently that his qualification is not as declared by the undersigned and is beyond my qualification, I shall forfeit my right to the post and claims relating thereto.

Name and signature of the candidate with disability

Place :

Date :

Note: The undertaking should be submitted by the candidate with disability using his own scribe/reader to the concerned Centre Supervisor on the day of examination before the start of the examination.